

Intl Memo no. 912/106 /A- Construction

Date: 12.07.2021

Subject: Keeping track of department, job work and hire charges.

All sites are required to make a running excel sheet, draft format is attached herein, with details about weekly payments related to:

1. Total departmental payment including all types of contractors.
2. Total job work payments including all types of contractors.
3. Total hire charges for all kinds of equipment – wherein payment is being made by no. of hours/days of use.
4. Total job work charges for all kinds of equipment – wherein payment is being made in lumpsum or by measurement.

Hard copy of the report to be sent attested by project manager to Ashaiya and accounts along with vouchers every week.

Report must start from 1st week of each calendar year to the last week of each calendar year. However, for 2021 report may start from 1st week of July i.e., 2nd of July. .

Soham Modi.

Weekly report - Dept, JW, Hire

Firm/Company:			Site:						Date:		
Prepared by:									Sign:		
Limits as per internal memo no. 192/64/F											
Category I sites			50,000	50,000	30,000	20,000	15,000	30,000	20,000	15,000	2,30,000
Category II sites			25,000	25,000	15,000	10,000	10,000	15,000	10,000	10,000	1,20,000
Category III sites			10,000	10,000	10,000	5,000	5,000	10,000	5,000	5,000	60,000
			A	B	C	D	E	F	G	H	I = sum A-H
Sl. No.	Week starting date (Fri)	Week ending date (Thu)	Total Dept. charges for week - Rs.	Total Job work charges per week - Rs.	Total JCB Hire charges per week - Rs.	Total Compressor/chipping Hire charges per week - Rs.	Total Tractor Hire charges per week - Rs.	Total JCB Job work charges per week - Rs.	Total Compressor/chipping Job work charges per week - Rs.	Total Tractor Job work charges per week - Rs.	Total of Dept. & Job work charges - Rs.
1											-
2											-
3											-
4											-
5											-
6											-
7											-
8											-
9											-
10											-
11											-
12											-
13											-
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23											-
24											-
25											-
26											-

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27											-
28											-
29											-
30											-
31											-
32											-
33											-
34											-
35											-
36											-
37											-
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44											-
45											-
46											-
47											-
48											-
49											-
50											-
51											-
52											-
Total:			-	-					-	-	-